

# eWRIMS Report Management System Public User Manual 2010

## CHAPTER 5 – GROUNDWATER EXTRACTION NOTICE

This chapter covers step-by-step instructions for completing a Groundwater Extraction Notice.

### 5.1 SUMMARY INFORMATION

The following screen will appear after you have selected the year for which you are reporting. It contains a summary of groundwater extraction information. From this screen, you will:

- Review ownership and agent information
- Review groundwater extraction information
- Confirm that information on file is correct
- Review deadline for filing

**CA .GOV** CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY  
STATE WATER RESOURCES CONTROL BOARD

**eWRIMS**  
Report Management System

**ANNUAL NOTICE OF GROUNDWATER EXTRACTION & DIVERSION FOR 2009**

Recordation Number: G332560      Primary Owner: COACHELLA VALLEY WATER DISTRICT

**Summary Information**

Below is a summary of the information related to the selected recordation number. Please review for accuracy.

OWNER(S) OF RECORD		
COACHELLA VALLEY WATER DISTRICT;		

PRIMARY OWNER	ADDRESS	PHONE
COACHELLA VALLEY WATER DISTRICT	PO BOX 1058, COACHELLA, CA 92236	7603982651

AGENT	ADDRESS	PHONE
No Agent		

RECORDATION NUMBER	OWNER'S DESIGNATION OF WELL	STATE WELL NUMBER	PARCEL NUMBER
G332560	WELL 4566-1	UNKNOWN	673-020-004

DEADLINE
Notices must be received no later than <b>June 30, 2010</b> in order to be recorded.

The primary owner information shown above is correct ☐ Yes ☐ No  
The agent information shown above is correct ☐ Yes ☐ No

If the owner or agent information shown above is wrong or missing, click [here](#) to correct. Otherwise, please use the [Back](#) button to begin completing the online Annual Notice of Groundwater Extraction and Diversion.

[Back](#) [Continue](#)

**5.1a Review Ownership and Agent Information**

**5.1b Review Groundwater Extraction Information**

**5.1c Review Deadline for Filing**

## 5.1a Review Ownership and Agent Information

If the ownership or agent information is not correct, you have an opportunity to change it before continuing.

### »Information is Correct

If your ownership and agent information is correct, click the **Yes** buttons at the bottom of the screen.

The primary owner information shown above is correct ☒ Yes ☐ No  
The agent information shown above is correct ☒ Yes ☐ No

If the owner or agent information shown above is wrong or missing, click [here](#) to correct. Otherwise, please use the continue button to begin completing the online Report of Licensee.

**You must click the yes or no buttons before you can continue to the next screen.**

### »Information is Not Correct

If the primary owner, agent, address, or phone number is not correct, scroll to the bottom of the screen and click the hyperlink to change the information. The hyperlink will open a change of address form. See **Chapter 1.6 Change Ownership, Agent, or Address Information** for instructions for completing this form.

The primary owner information shown above is correct ☐ Yes ☐ No  
The agent information shown above is correct ☐ Yes ☐ No

If the owner or agent information shown above is wrong or missing, click [here](#) to correct. Otherwise, please use the continue button to begin completing the online Progress Report.

**Click this hyperlink to change ownership and agent information.**

## 5.1b Review Groundwater Extraction Information

Groundwater extraction information is displayed beneath the primary owner information.

### »Information is Correct

If the groundwater extraction information matches your records, click **Continue**.

### »Information is Not Correct

If any of the groundwater extraction information does not match your records, click the **Save Without Submitting** button and contact the Division of Water Rights. We will review our records and resolve any errors.

## 5.1c Review Deadline for filing

Water Code 5004 the completed groundwater extra

Click **Continue** to proceed to Part 1 of 4.

## 5.2 GENERAL INFORMATION

This screen is **part 1 of 4** of the Groundwater Extraction Notice. From this screen you will:

- View general information
- Identify a local agency if you also report to a local agency
- Identify type of diversion
- Identify type of ownership

**NOTE:** You are required to record your annual surface and groundwater use if your total groundwater extractions from all wells exceed 25 acre-feet. Extractions of less than 10 acre-feet from a single well need not be reported.

Please answer all the questions. Scroll down to the bottom and select the continue button to move to the next page.

PLEASE READ [GENERAL INFORMATION](#) BEFORE COMPLETING THIS NOTICE.

Part 1 of 4

1. IF YOU ALSO REPORT TO A LOCAL AGENCY, PLEASE IDENTIFY THE LOCAL AGENCY:

2. TYPE OF DIVERSION (Check all that apply)

☒ Groundwater extraction  
☐ Surface diversion

3. OWNERSHIP

Person listed as OWNER(S) OF RECORD is:

☒ Owner of land on which well or point of diversion is located, and is extracting/diverting water  
☐ Lessee of land on which well or point of diversion is located, and is extracting/diverting water  
☐ Owner of land, but lessee is extracting/diverting water  
☐ Other (Please explain)

**5.2a View general information**

**5.2b Identify Local Agency**

**5.2c Identify Type of Diversion**

**5.2d Identify Type of Ownership**

### 5.2a View general information

If you click the hyperlink **GENERAL INFORMATION**, a new browser window will open with General Information Pertaining to Annual Notices of Groundwater Extraction and Diversion. This page explains the basics of water right law pertaining to Annual Groundwater Notices. Review the information. If you have a question regarding any of the information, contact information for the Division of Water Rights is provided on this screen.

## 5.2b Identify local agency

Some local agencies ask for reports from groundwater extractors within their jurisdiction. Question #1 asks that you identify any local agency to whom you also report your groundwater extraction. If you do not report your groundwater extraction and diversion to a local agency, leave this question blank.

**1. IF YOU ALSO REPORT TO A LOCAL AGENCY, PLEASE IDENTIFY THE LOCAL AGENCY:**

2.

Eastern MWD  
Fox Canyon GMA / United WCD  
Ojai Basin GMA  
San Bernadino Valley MWD / San Gorgonio Pass WA / Western MWD  
☐ Surface diversion

*Select the local agency from the drop down menu.*

## 5.2c Identify type of diversion

Check the type of diversion you are reporting on your notice. If you supplement your groundwater extraction with surface diversions, check both boxes.

### 2. TYPE OF DIVERSION (Check all that apply)

- ☒ Groundwater extraction  
☐ Surface diversion

## 5.2d Identify type of ownership

Identify the nature of the relationship between the owner of the record and the land from which groundwater is extracted.

**3. OWNERSHIP**

Person listed as OWNER(S) OF RECORD is:

☒ Owner of land on which well or point of diversion is located, and is extracting/diverting water  
☐ Lessee of land on which well or point of diversion is located, and is extracting/diverting water  
☐ Owner of land, but lessee is extracting/diverting water  
☐ Other (Please explain)

Click **Continue** to proceed to part 2 of 4.

## 5.3 EXTRACTION AND DIVERSION DETAILS

This screen is **part 2 of 4** of the Groundwater Extraction Notice. From this screen you will:

- Enter the amount of groundwater extracted
- Access the water use estimation worksheet (if applicable)
- Enter the amount of surface water diverted and used and enter the maximum rate of diversion (if applicable)
- Indicate the method of measuring your extraction and or diversion
- Specify details of your water use type

Part 2 of 4

**4. AMOUNT OF GROUNDWATER EXTRACTED DURING CALENDAR YEAR (Must be a specific number)**

50 Acre-Feet

If usage is not metered, you may use the [Water Use Estimation](#) form to assist with calculating your water usage.

**5. AMOUNT OF SURFACE WATER DIVERTED AND USED**

Because 'Surface Diversion' was not selected as a type of diversion for this Recordation Number, this section is not required.

5a. Choose the unit:

☒ Gallons ☐ Million Gallons (MG) ☐ Acre-foot (AF)

5b. ☐ Check this box if the amount of water used is the same as the amount diverted. Normally, the amount of water used is less than the amount diverted because of conveyance losses, return flows, difference in water collected vs. water withdrawn.

Do not check this box if your use of water is non-consumptive. As stated below, you must enter "0" in the Amount Used if you did not use water.

5c. Please enter numerals only. If no water was diverted or used, you must enter 0.

	Amount directly diverted or collected to storage	Amount used
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
Total	0	0

5d. Maximum Rate of Diversion (Must be a specific number)

**6. METHOD OF MEASUREMENT**

☐ Water Meter ☐ Power Meter ☒ Non-metered or [Estimated](#)

**7. TYPE OF WATER USE (Check all that apply)**

<input checked="" type="checkbox"/> Domestic (Specify number of persons, lawn/garden area, etc.)	5 people, vegetable gar
<input checked="" type="checkbox"/> Irrigation (Specify number of acres and crop type)	1.0 Acres Grapes
<input type="checkbox"/> Municipal (Specify population served)	
<input type="checkbox"/> Other (Please explain)	

Back Continue

Save Without Submitting

**5.3a Enter amount of Groundwater Extracted**

**5.3b Access the water use estimation worksheet**

**5.3c Enter the amount of surface water diverted and used and enter the maximum rate of diversion**

**5.3d Indicate the method of measurement**

**5.3e Specify details of water use type**

### 5.3a Enter amount of groundwater extracted

Part 2 of 4

4. AMOUNT OF GROUNDWATER EXTRACTED DURING CALENDAR YEAR (Must be a number)

50 Acre-Feet

If usage is not metered, you may use the [Water Use Estimation](#) form to assist with calculating your water usage.

Select a unit of measurement from the drop down menu.

Enter a numeric value.

#### » Select Unit of Measurement

Select a unit of measurement from the drop down menu options:

- Acre-Feet
- Cubic-Feet
- Hundred Cubic-Feet
- Gallons
- Million-Gallons

#### » Enter the amount of groundwater extracted

Enter a numeric value in the box.

**NOTE:** If you do not know how much groundwater you extracted, see the instructions below to access the **Water Use Estimation** worksheet.

### 5.3b Access the water use estimation worksheet

If you do not use a water meter to measure your extraction and diversion, click the **Water Use Estimation** hyperlink.

Part 2 of 4

4. AMOUNT OF GROUNDWATER EXTRACTED DURING CALENDAR YEAR (Must be a number)

50 Acre-Feet

If usage is not metered, you may use the [Water Use Estimation](#) form to assist with calculating your water usage.

Click this hyperlink to open the Water Use Estimation worksheet.

Instructions for completing the worksheet are on the worksheet itself. If you have questions, contact the Division of Water Rights for assistance.

**NOTE:** The worksheet will open in the same browser window as the electronic report. Print the worksheet, and hit the back button on your browser to return to the report. This is the only time you should use your browser navigation button in the Report

Management System. **Using the browser navigation buttons any other time can result in lost data.**

### 5.3c Enter the amount of surface water diverted and used

If you did not check the **Surface Diversion** box as a diversion type in part 1 of 4, the surface diversion table will be grayed out and you will not be able to enter data into the boxes. *You may skip to the next question if you do not supplement your groundwater extraction with a surface diversion.*

If you did check **Surface Diversion** as a diversion type in part 1 of 4, detailed instructions are provided below:

**5. AMOUNT OF SURFACE WATER DIVERTED AND USED**

5a. Choose the unit:

☐ Gallons    ☐ Million Gallons (MG)    ☐ Acre-feet (AF)

5b. ☐ Check this box if the amount of water used is the same as the amount diverted. Normally, the amount of water used is less than the amount diverted because of conveyance losses, return flows, difference in water collected vs. water withdrawn.

Do not check this box if your use of water is consumptive. As stated below, you must enter "0" in the Amount Used if you did not use water.

5c. Please enter numerals only. If no water was diverted or used, you must enter "0".

	Amount directly diverted or collected to storage	Amount used
January	<input type="text"/>	<input type="text"/>
February	<input type="text"/>	<input type="text"/>
March	<input type="text"/>	<input type="text"/>
April	<input type="text"/>	<input type="text"/>
May	<input type="text"/>	<input type="text"/>
June	<input type="text"/>	<input type="text"/>
July	<input type="text"/>	<input type="text"/>
August	<input type="text"/>	<input type="text"/>
September	<input type="text"/>	<input type="text"/>
October	<input type="text"/>	<input type="text"/>
November	<input type="text"/>	<input type="text"/>
December	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>

5d. Maximum Rate of Diversion (Must be a specific number)

**1) Specify the unit of measurement.**

**2) Indicate if the amount used is the same as the amount diverted.**

**3) Enter the monthly diversion and use amounts in the boxes.**

**4) Enter the maximum rate of diversion.**

### 1) Specify the unit of measurement

Click a button to indicate if your diversion was measured in gallons, million gallons (MG) or acre-feet (AF).

### 2) Indicate if the amount used is the same as the amount diverted

Check the box if the amount of water used is the same as the amount diverted. Normally, the amount of water used is less than the amount diverted because of conveyance losses in channels, return flows to a stream, and the difference in water collected into a reservoir vs. water withdrawn from a reservoir.

**NOTE:** Do not check this box if your use of water is non-consumptive. Non-consumptive water uses include power, recreation, and any use that does not diminish the amount of water as a result of the use.

### 3) Enter the monthly diversion and use amounts in the boxes

If no water was diverted or used in any given month, type the numeral "0" into the box. The system will add your total diversion and use amounts and display the total at the bottom of each column.

### 4) Enter the maximum rate of diversion

#### » Select Unit of Measurement

Select a unit of measurement from the drop down menu options:

- Acre-feet per year
- Cubic-feet per second
- Gallons per day

#### » Enter the maximum rate of surface diversion

Enter a numeric value into the box.

## 5.3d Indicate the method of measurement

Click the button that corresponds to how you measure your groundwater extraction.

<b>6. METHOD OF MEASUREMENT</b>		
<input type="radio"/> Water Meter	<input type="radio"/> Power Meter	<input checked="" type="radio"/> Non-metered or <a href="#">Estimated</a>



### 5.3e Specify details of water use type

Check the boxes that correspond to your beneficial use types and provide specific information for each use type checked. Below are definitions for each beneficial use type.

The screenshot shows a web form titled "7. TYPE OF WATER USE (Check all that apply)". It contains four checkboxes: "Domestic (Specify number of persons, lawn/garden area, etc.)", "Irrigation (Specify number of acres and crop type)", "Municipal (Specify population served)", and "Other (Please explain)". The "Domestic" and "Irrigation" checkboxes are checked. To the right of the "Irrigation" checkbox, there is a text input field containing "5 people, vegetable garden" and a dropdown menu showing "1.0" and "Grapes". Below the form are three buttons: "Back", "Continue", and "Save Without Submitting". Two callout boxes with purple backgrounds and white text are present. The first callout, pointing to the checked checkboxes, says "Check the box(es) that correspond to your beneficial use type(s).". The second callout, pointing to the input fields for the "Irrigation" type, says "Provide specific information for each use type checked.".

- **Domestic (Specify number of persons, lawn/garden area, etc.):** Domestic use includes the use of water in homes, resorts, motels, organization camps, camp grounds, etc., including the incidental watering of domestic stock for family use and the irrigation of up to one-half acre of lawn or gardens at any single establishment.

Enter the information separated by commas. For example: "6 people, half acre vegetable garden, 4 horses."

- **Irrigation (Specify number of acres and crop type):** Irrigation means the use of water for agricultural crops, commercial nurseries, or for maintenance of large areas (greater than one-half acre per establishment) of lawns, shrubbery, or gardens.

If you used part or all of your diversion for irrigation purposes, click the check box next to **Irrigation**. Enter the number of acres irrigated in the box, and click on the crop type from the drop down menu:

- **Municipal (Specify population served):** Municipal means all uses common to the municipal water supply of a city, town, or other similar population group, whether or not the area is incorporated, plus incidental uses for any beneficial purpose.
- **Other (Specify):** Other uses of water are those not included in the use types listed above. Briefly describe these uses.

Click **Continue** to proceed to part 3 of 4.

## 5.4 ACTION REQUESTED AND SUPPLEMENTAL INFORMATION

This screen is **part 3 of 4** of the Groundwater Extraction Notice. From this screen you will:

- Indicate how the Division of Water Rights should process your notice
- Provide any supplemental information

Part 3 of 4

**8. ACTION REQUESTED**

☐ Reopen file  
(A filing fee of \$50.00 is required. Check or money order should indicate your recordation number(s) and be made payable to State Water Resources Control Board. Do not send cash.)

☐ Close this file  
(A filing fee of \$50.00 is not required.)

☒ Record my water use  
(A filing fee of \$50.00 is required. Check or money order should indicate your recordation number(s) and be made payable to State Water Resources Control Board. Do not send cash.)

☐ Do not record my water use but keep my name on mailing list  
(A filing fee of \$50.00 is not required.)

**9. SUPPLEMENTAL INFORMATION**

Please list any changes in your project since last year (new pump, new land irrigation, new method of irrigation, etc.) or any other comments.

(Note: Input is limited to 4000 characters.)

Back Continue

Save Without Submitting

**5.4a Indicate how the Division should process your notice**

**5.4b Provide any supplemental information**

### 5.4a Indicate how the Division of Water Rights should process your notice

#### » Reopen file

If your file was previously closed or inactive, but you have resumed pumping groundwater, click this button. *A filing fee of \$50.00 is required. Check or money order should indicate your recordation number(s) and be made payable to: State Water Resources Control Board. Do not send cash.*

#### » Close this file

If you did not pump any groundwater in the previous calendar year and do not plan to pump water in the current year, click this button. *A filing fee of \$50.00 is not required.*

» **Record my water use**

If you click this button, the Division of Water Rights will process your extraction notice. *A filing fee of \$50.00 is required. Check or money order should indicate your recordation number(s) and be made payable to: State Water Resources Control Board. Do not send cash.*

» **Do not record my water use but keep my name on mailing list**

If you did not pump any groundwater during the previous calendar year, but may pump groundwater in the current calendar year, click this button. *A filing fee of \$50.00 is not required.*

Click **Continue** to proceed to part 4 of 4.

## 5.5 CONTACT INFORMATION

This screen is **part 4 of 4** of the Groundwater Extraction Notice. From this screen, you will:

- Enter your first and last name.
- Enter your phone number and email (optional)
- Agree to the following statement: "I declare under penalty of perjury that the information in this report is true to the best of my knowledge and belief."

**CA.GOV** CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY  
STATE WATER RESOURCES CONTROL BOARD

eWRIMS  
Report Management System

ANNUAL NOTICE OF GROUNDWATER EXTRACTION & DIVERSION FOR 2009

Recordation Number: G332560      Primary Owner: COACHELLA VALLEY WATER DISTRICT

Part 4 of 4

Please provide the contact information of the person completing this form.

Fields marked with \* are required.

First Name\* [Joe]      Last Name\* [Smith]

Phone Number [ ]      Email [ ]

I declare under penalty of perjury that the information in this report is true to the best of my knowledge and belief.

☐ I read the above and agree.\*

Note: Once you submit the report, you cannot make changes to the report.

Back      Submit

Save Without Submitting

1) Enter your first and last name.

2) Enter your phone number and email (optional).

3) Agree to the preceding statement.

**NOTE:** Once you click **Submit** from this page, your report will be submitted to the State Water Board and you will not be able to make any changes. If you are unsure about any of the information provided in the report, we recommend that you click **Save Without Submitting** and verify the information before submitting it to the State Water Board.

## **5.6 CONFIRMATION**

The final screen you will see for your Notice of Groundwater Extraction and Diversion is a confirmation screen. There are two confirmation screens depending on the **Action Requested** in part 3 of 4.

### **» Reopen file or Record my water use**

If you requested either of these options, the confirmation screen will include instructions for mailing the required \$50.00 filing fee. Print the confirmation screen. You will need to mail a printed copy of the confirmation screen along with your fee.

**NOTE:** *If you would like to keep a copy for yourself, print it now. You will not be able to visit this screen again after you hit the **Return to List of Reports** button.*

CONFIRMATION		
Your Notice of Groundwater Extraction & Diversion (G332560) has been successfully submitted.		
Please mail a check or money order for \$50.00 filing fee along with printout of this confirmation at the following address:		
State Water Resources Control Board Division of Water Rights Groundwater Recordation Program PO Box 2000 Sacramento, CA 95812-2000		
Check or money order should indicate your recordation number(s) and be made payable to: State Water Resources Control Board.		
Do not send cash.		
DEADLINE: Payment must be postmarked no later than June 30, 2010 in order to be recorded.		
THIS SPACE FOR OFFICE USE ONLY    R. _____    AMT: _____		
After printing this confirmation screen, please click the 'Return to List of Reports' button below to view reports for this Recordation Number. The listing will give you the option of printing the submitted report for your records.		
<a href="#">Return to List of Reports</a>		

Click **Return to List of Reports** to return to the report management screen.

### **» Close this file or Do not record my water use but keep my name on mailing list**

If you requested either of these options, the confirmation screen will indicate that no filing fee is required.

**NOTE:** *If you would like to keep a copy of this confirmation screen for your records, print it now. You will not be able to visit this screen again after you hit the **Return to List of Reports** button.*

CONFIRMATION

Your Notice of Groundwater Extraction & Diversion (G332560) has been successfully submitted.

Based on the action requested, no fee is required.

After printing this confirmation screen, please click the 'Return to List of Reports' button below to view reports for this Recordation Number. The listing will give you the option of printing the submitted report for your records.

Return to List of Reports

Click **Return to List of Reports** to return to the report management screen.

## END CHAPTER 5 – PRINT YOUR SUBMITTED REPORT

After you click **Return to List of Reports** from the contact information screen, the screen shown just after your initial log in will reappear with an updated status for the report you just submitted:

Groundwater Extraction and Diversion		
Year	Status	Date Submitted
2009	Submitted [ <a href="#">printable version</a> ]	01/28/2010
<a href="#">Submit a Report for a Year not Shown Above</a>		

*Click the hyperlink to view and print your submitted report.*